

EDITED KSA LISTING

CLASS: ASSOCIATE BUDGET ANALYST

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Advanced knowledge of principles and practices of governmental budgeting and fiscal timelines to prepare the Governor's Budget, allotments, etc., and review pertinent financial documents.
K2	Advanced knowledge of financial structure, uniform accounting system, and financial procedures of the State of California to be effective and accurate in their analysis of CALSTARS data, the Monthly Budget Plan, Costings, Fiscal Detail Sheets, Cost Control Reports, etc.
K3	Intermediate knowledge of purposes, functions, and fiscal organization of the State agencies (e.g., State Controllers Office, Department of Finance, State Personnel Board, etc.) to effectively communicate the needs/requests of the Department.
K4	Intermediate knowledge of laws relating to financial administration of the State Government to implement policies and procedures as it relates to State budgeting.
K5	Advanced knowledge of principles of public and personnel administration in order to effectively communicate, properly handle, and process the requested/required information (e.g., reorganizations, changes in established positions, legislation, augmentations, reversions, redirections, etc.) while maintaining appropriate confidentiality.
K6	Intermediate knowledge of principles of organization and management to create and maintain the integrity of the Budget Office/Department.

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#	Knowledge, Skill, Ability
K7	Advanced knowledge of principles and practices of public finance, research techniques, procedures to gather information, resolve issues, conduct analyses, ensure accuracy, and identify trends as they relate to the budget and fiscal policies.
K8	Intermediate knowledge of computer software and standard office machines (e.g., spreadsheets, word processing, copier, calculators, fax machine, etc.) to ensure accurate, error free documents.
K9	Intermediate knowledge of proper grammar and Departmental terminology in order to effectively communicate both in writing and orally.

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#	Knowledge, Skill, Ability
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	Skill to:
S1	Skill to develop various types of budget documents in order to effectively track, record, and communicate information to staff, program, and outside agencies.
S2	Skill to analyze and solve difficult technical budget problems in order to complete assignments within specified timelines.
S3	Skill to establish and maintain cooperative relationships with control agency staff and others contacted in the scope of work in order to complete assignments within specified timelines.
S4	Skill to analyze situations accurately in order to develop an effective course of action.
S5	Skill to communicate effectively both verbally and in writing with peers, management, control agencies and others contacted in the scope of work in order to maintain the integrity of the information and complete assignments within specified timelines.
S6	Skill to differentiate between public and confidential information, sources, and documents to maintain the integrity and confidentiality of the information.
S7	Skill to coordinate the work of other staff in order to complete assignments and accomplish goals.
S8	Skill to organize work, workstation, and documents for ease of retrieval and time management effectiveness.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
S9	Skill to interpret, comprehend, and anticipate assignments from management in order to complete assignments within specified timelines.
S10	Skill to follow directions and written procedures to understand and implement laws, rules, regulations, policies, and procedures.